



## TELECOMMUNICATOR

City of Miami Gardens, FL. (109,700)

Posted Date: 07/16/2014

Deadline: 07/30/2014, or until filled.

Starting Salary: \$40,925.66 min.- \$48,584.64 mid./DOQ

### **Nature of Work:**

This is a non-sworn, full-time, non-exempt position involving responsible administrative, and technical, work involving receiving calls directed to the City of Miami Gardens Police Department, including requests for police services or information, and dispatching personnel and equipment for emergency service through the use of telephone, radio, computer and other communications equipment on an assigned shift.

Telecommunicators are under general direction of the Telecommunications Supervisor and will receive requests for police services and promptly dispatch personnel and equipment in response to emergency calls or provide requested information. Duties will include the operation of the police radio system, radio and recorders, computer terminals, and the periodic testing of communications equipment.

### **Minimum Requirements:**

Graduation from an accredited high school or vocational school or GED, supplemented by business school courses in typing, data processing, and general office procedures. College level coursework with emphasis in Business Administration, Public Administration, Criminology, Criminal Justice, or closely related field; Associate's or Bachelor's degree is desirable. Must have a minimum of one (1) year in an equivalent police and/or fire telecommunications center. Must possess the Florida Department of Health Certification for Emergency Dispatching. Must currently possess and maintain, throughout employment a valid driver's license with an overall good driving record and must be able to successfully complete all required training including National Incident Management System (NIMS) training. Must be able to work all shifts, including nights, weekends, and holidays.

**Applicants qualifying for employment will be subject to a polygraph examination and an extensive background screening.**

Please send Resume & Official City Application Form to:

**Human Resources Department, City of Miami Gardens  
18605 NW 27<sup>th</sup> Avenue, Suite 126  
Miami Gardens, FL 33056  
Fax: (305) 474 - 1286  
[www.miamigardens-fl.gov](http://www.miamigardens-fl.gov)  
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